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**Instructions for Submitting Small Claims and Professional Fees**

**\* Please review eligibility information on the** [**website**](https://www.cupfa.org/en_CA/professional-development/small-claims/) **\***

**SMALL CLAIMS:**

Some examples (among others) of eligible items relevant to your teaching:

1. Books
2. Software
3. Periodical subscriptions
4. Office supplies (e.g., pens, paper, toner, etc.)
5. Art supplies
6. Memberships (e.g., Canadian Philosophical Association)

Please note that hardware is **not** covered (laptop, web cameras, desks, chairs, printers, etc).

**PROFESSIONAL FEES:**

Some examples (among others) of eligible association memberships required of part-time faculty for teaching purposes:

1. Canadian Bar Association
2. Association des MBA du Quebec
3. Ordre des ingénieurs du Québec
4. Canadian Psychological Association

**$ AMOUNTS for SMALL CLAIMS:**

The $ amount available each year for Small Claims and Professional Fees is calculated annually based on (a) how many people apply, and (b) the monies available in the Professional Development budget after the three annual rounds of Large Grants adjudication.

**SUBMIT your SMALL CLAIM in 2 STEPS:**

**Step 1:** Send this completed *Small Claims Request Form* and / or the *Professional Fee Request Form* to info@cupfa.org **by January 15** (deadline moves to the next business day if this date falls on a weekend or holiday).

Do not include receipts in Step 1.

**Step 2:** In February, eligible applicants will be invited to a workshop to clarify the annual maximum amount for small claims and how to submit their Expense Report in Concur before March 30.

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| **Step 1 – Small Claims Request Form** Send to info@cupfa.org by **January 15** - NO RECEIPTS at this first stage. |
| **Name** (Last Name, First Name)  | Click or tap here to enter text. |
| **Seniority Credits** (12 minimum)See the seniority list in FRIS.Sign in, accept the disclaimer, and scroll down to find the list sorted by *Seniority Credits* or by *Last Name*.  | Click or tap here to enter text. |
| **Faculty**  | Click or tap here to enter text. |
| **Home Department**Note: If teaching in more than one department, indicate the Concordia Department where you were first hired. | Click or tap here to enter text. |
| **Concordia Email**Note: for purposes of security, you must apply using your Concordia email address, usuallyfirstname.lastname@concordia.caSee My CU Account, Verify Email Address or Email (Outlook 365) and check this email address regularly for information pertaining to your small claims application and other employee benefits.  | Click or tap here to enter text. |
| **Telephone**  | Click or tap here to enter text. |
| **Annual maximum $ amount available to Small Claims applicants** from the remaining Professional Development budget will be determined in February and communicated along with instructions on how applicants will submit their Expense Reports through Concordia’s Concur process. |

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|  **Step 1 – Professional Fees Request Form** Send to info@cupfa.org by **January 15** - NO RECEIPTS at this first stage. |
| **Name** (Last Name, First Name)  | Click or tap here to enter text. |
| **Seniority Credits** (12 minimum)See the seniority list in FRIS.Sign in, accept the disclaimer, and scroll down to find the list sorted by *Seniority Credits* or by *Last Name*. | Click or tap here to enter text. |
| **Faculty**  | Click or tap here to enter text. |
| **Home Department**Note: If teaching in more than one department, indicate the Concordia Department where you were first hired. | Click or tap here to enter text. |
| **Concordia Email**Note: for purposes of security, you must apply using your Concordia email address, usuallyfirstname.lastname@concordia.caSee My CU Account, Verify Email Address or Email (Outlook 365) and check this email address regularly for information pertaining to your small claims application and other employee benefits. | Click or tap here to enter text. |
| **Telephone**  | Click or tap here to enter text. |
| **Name of Professional Association** | Click or tap here to enter text. |
| **Annual maximum $ amount available to Small Claims applicants**from the remaining Professional Development budget will be determined in Februaryand communicated along with instructions on how applicants will submit their Expense Reports through Concordia’s Concur process. |